

## **READING REGIONAL AIRPORT**

### **JUNE 9, 2009 MEETING MINUTES**

#### **MEMBERS PRESENT**

Michael A. Setley, Esq., Chairman  
Dr. S. Ronald Miller, Vice Chairman  
Gerard G. Johnson, Treasurer  
Craig Lutz, Asst. Sec./Treas.  
William Roberts, Esq., Asst. Sec. /Treas.  
Jeff Schatz, Asst. Sec. /Treas.  
Steve McCracken, Board Member

#### **ALSO PRESENT**

Terry P. Sroka, Airport Manager	Edwin L. Stock, Esq., Solicitor
Louise B. Grim, Recording Secretary	Bryan Oscarson AECOM, Inc.
Brian Potts, Bern Twp Manager	Bob Keith, Reading Aero Club
John Toomey, Reading Aero Club	Irene Reed, Bern Twp Supervisor
Peter Wood, Millennium Aviation	Thomas Willson

The June 9, 2009 Meeting of Reading Regional Airport Authority was held in the Administration Office of the Reading Regional Airport. Mr. Setley, Chairman, called the meeting to order at 8:15 a.m.

The minutes of the Mary 12, 2009 meeting of the Reading Regional Airport Authority were approved as distributed.

There were no public comments at this time.

#### **TREASURER'S REPORT**

Mr. Johnson reviewed with the Board the Financial Report for May, the 8<sup>th</sup> month of Fiscal Year 2009.

Mr. Johnson moved and Dr. Miller seconded the motion to approve Resolution No. 2009-06 approving disbursements for May, 2009. The Board unanimously approved the motion.

The Board reviewed the Accounts Receivable Aging Analysis report for the period ending May 31, 2009.

#### **SOLICITOR'S REPORT**

Mr. Stock called for a motion to authorize the execution of a Landlord Estoppel Agreement for Burgoe Realty for Lot 17 of the Airport Industrial Report. Mr. Johnson moved and Mr. Roberts seconded the motion to authorize the execution by an officer of

the Reading Regional Airport Authority of a Landlord Estoppel Agreement for Lot 17 leased to Burgoe Realty. The Board unanimously approved the motion.

The sales agreement for the airport's water system is ready for signature. Mr. Johnson asked Mr. Stock to notify the Reading Area Water Authority that the airport is ready to turn the water system over to them.

#### **AIRPORT MANAGER'S REPORT**

Mr. Sroka's report is attached.

#### **ENGINEER'S REPORT**

Mr. Oscarson's report is attached. He also reported the following:

The EMAS project will likely happen in the fall of this year. Dr. Miller asked what the life expectancy of the EMAS material would be. Mr. Oscarson replied it is reported to be 20 years. Dr. Miller asked if it would have to be replaced at that time or just repaired. Mr. Oscarson said the product is a 3<sup>rd</sup> generation material and has better drainage and sealing abilities. The estimate is that after 20 years it would need to be replaced. There are no federal guidelines at this time as to who would be responsible to replace the material. The first airport installations are now coming due for replacement so it will be interesting to see if the FAA participates in funding the cost to replace the material. A representative from the company that supplies and installs the EMAS will be at the July Authority meeting and will glad to meet with the board after the Authority meeting to discuss any concerns the board may have.

The project is being planned so that the airport will purchase the EMAS material from the manufacturer, ESCO, and a contractor will be hired to install the material. It is planned that the installation will take place at night and will take approximately 3 weeks to install the material. Mr. Setley asked if funding issues have been resolved. Mr. Oscarson replied that the FAA sent a letter of intent to the airport for grant award for the project. The airport will not have to front any money in order to get the signing bonus that ESCO has offered. AECOM is working with ESCO to extend the signing bonus deadline so that the FAA grant will be in place. He reported the following schedule for the project: Engineering/design in June; Advertise/bid opening in July; Bid award/grant administration in August; Notice to Proceed (site preparation/grading/drainage) in September; Paving/EMAS installation in October; Project completion in November.

Mr. Roberts asked what happens if the material is used? Mr. Oscarson said payment to repair the site would be the responsibility of the aircraft owner's insurance policy. Mr. Setley asked if the airport would need to have insurance coverage for EMAS.

**NEW BUSINESS**

Mr. Setley asked if there were any new developments from the FAA on the land sale. Mr. Sroka reported he has not heard anything lately but will inquire.

Mr. Schatz reported that the Berks County Cooperative Council is forming a co-op for electric rates. Met-Ed's rates are expected to increase 40% to 45% when the rate cap expires December 31, 2010. He asked if it would be a good idea to solicit proposals for electrical service for the airport. He also said that changing light fixtures would improve the cost for electric. Mr. Sroka said manufactures of airfield lighting are always improving the efficiency of the lighting fixtures but it is very expensive to replace our fixtures with new ones. Mr. Schatz suggested that Mr. Sroka call John Kramer at the Berks County Services Center to join the co-op. Mr. Schatz also suggested that a survey of the airport's outdoor lighting be conducted. He said he will discuss this with Mr. Sroka. Mr. Lutz suggested checking with the state to see if there are any grants available to upgrade the airport's lighting. Mr. Setley suggested using Utilitech to review our electric bills and perhaps they can find a way to reduce our charges. Mr. Schatz said he will have more information about the electric co-op at the next meeting.

The next monthly meeting of the Reading Regional Airport Authority is scheduled for Tuesday July 14, 2009 at 8:15 a.m. in the Administration Office of the Reading Regional Airport.

The meeting adjourned at 9:08 a.m.

**READING REGIONAL AIRPORT AUTHORITY**

**RESOLUTION NO. 2009-06**

**WHEREAS**, the Reading Regional Airport Authority has reviewed and approved the disbursements listed on the Check History Report dated May 31, 2009

**NOW, THEREFORE, BE IT RESOLVED** as follows:

**RESOLVED** that check numbers 977, 978 and 38553 through 38620 and payment transfers for insurance and bank fees and sales tax in the amount of \$1,932.19 are hereby approved for payment.

## **Manager's Report**

### **June 9, 2009**

The old radar tower has been taken down and is awaiting removal by FAA.

We continue to process security threat assessments for airport issued ID badges for tenants as required by the new TSA regulation. On May 20<sup>th</sup> we had a comprehensive TSA inspection. A few minor issues were addressed regarding tree removal along fences. Over all the inspection went well.

On June 3<sup>rd</sup> we conducted annual wildlife management training for all airport operations personnel as required by FAA.

We have had no luck selling the topsoil and will be placing it back on to the site as fill. Additional shale fill was brought in by Liberty Excavating to use in the soft locations under the new roadway.

The MAAM's Weekend event was a success and went quite well despite Friday's heavy rain.

Our annual FAA 139 inspection went well. We had a few minor discrepancies with FBO fuel trucks and training files.

## MEMORANDUM

**TO:** Terry Sroka, Airport Manager

**FROM:** Bryan Oscarson, Project Manager

**DATE:** June 3, 2009

**RE:** Reading Regional Airport  
Engineer's Report for May 2009

## CONTRACT SUMMARY

<u>Task</u>	<u>Description</u>	<u>Status</u>
Task 1:	Airport Capital Improvements Plan	Complete
Task 2:	RW 18 RSA Improvements-Final Design	97%
Task 3:	Hangar 501 Demolition-Section 106 Consultation	Complete
Task 4:	Ad Hoc Services	Active
Task 5:	RW 13-31 Safety Area Feasibility Study	Complete
Task 6:	RW 18 RSA Improvements-Construction Phase Services	99%
Task 7:	RW 13 RSA Improvements-EA/Eng/Design	98%
Task 8:	Hangar 501 Demolition-Construction Inspection	99%
Task 9:	RW 13 RSA Improvements-Construction Phase Services	25%
Task 10:	Rehabilitation Runway 18-36 Pavement - Design	5%
Task 11:	Runway 31 EMAS Design	10%

## MONTHLY REPORT FOR OPEN/ACTIVE TASKS

### Task 2: Runway 18 RSA Improvements - Final Engineering/Design

- Work in Progress (May)
  - None
- Next Steps (June/July)
  - Obtain Final Land Development Plan approval from Bern Township and record the plans.
  - Provide documentation to vacate/dedicate Leisch's Bridge Road.
  - Close-out Task 2

- Issues/Actions Being Taken
  - Township requested as-built plans prior to final inspection. The Contractor submitted as-built plans for review. AECOM is reviewing those as-built plans and will provide them to the Township.

#### **Task 4: Ad Hoc Services**

- Work in Progress (May)
  - Provided RRAA with graphics and support in preparation for May meeting with State Senator's Office.
  - Prepared graphic for PADOT land acquisition and submitted to FAA.
- Next Steps (June)
  - Update Airport Signage Plans
  - Coordinate with FAA re: environmental documentation for PADOT land acquisition
  - Update ALP for land release to PADOT for highway right-of-way
- Issues/Actions Being Taken
  - None

#### **Task 6: Runway 18 RSA Improvements - Construction Phase Services**

- Work in Progress (May)
  - Coordinated final site work with contractor
- Next Steps (June)
  - Contractor to perform site work
- Issues/Actions Being Taken
  - Site improvements are being undertaken "at-risk" until we have final land development plan approval and the plans are recorded with Bern Township.

#### **Task 7: Runway 13-31 Safety Area Improvements (E/A & Design)**

- Work in Progress (May)
  - None
- Next Steps (June)
  - Submit Final Land Development Plans to Bern Township
- Issues/Actions Being Taken
  - None

#### **Task 8: Hangar 501 Demolition - Construction Inspection**

- Work in Progress (May)
  - None
- Next Steps (June)
  - Close-out Task 8 administrative items
- Issues/Actions Being Taken

- None

#### **Task 9: Runway 13 RSA Improvements - Construction Phase Services**

- Work in Progress (May)
  - Reviewed contractor schedule
  - Responded to Contractor Requests for Information
  - Reviewed contractor submittals
  - Installed Erosion & Sedimentation Control measures (100% Complete)
  - Topsoil stripped and stockpiled (100% Complete)
  - Sedimentation Basin construction (90% Complete)
  - Site Excavation (25% Complete)
  - Repaired "soft soil subgrade"
  - Rain affected 30+ construction days since start of project
- Next Steps (June)
  - Review contractor submittals
  - Sedimentation Basin construction
  - Import and place foreign borrow material (i.e. Fill)
  - Install stormwater management system
- Issues/Actions Being Taken
  - Approximately 7,000 CY topsoil surplus excavated. Available for sale.

#### **Task 10: Rehabilitation Runway 18-36 Pavement (Design)**

- Work in Progress (May)
  - Initiated geotechnical investigations
  - Initiated survey
- Next Steps (June)
  - Project Kick-Off
  - Coordinate non-destructive pavement analysis
- Issues/Actions Being Taken
  - None

#### **Task 11: Runway 31 EMAS (Design)**

- Work in Progress (May)
  - Contract with Subconsultants
  - Project Kick-Off
  - Initiated geotechnical investigations
  - Initiated survey effort
  - Initiated design drawings
  - Perform stormwater design calculations
  - Meet with Berks County Soil Conservation District
- Next Steps (June)
  - Meet with ESCO to coordinate EMAS design
  - Submit survey quality control plan to FAA

Memo to Terry Sroka  
June 3, 2009  
Page 4 of 4

- Submit Stormwater Report to Bern Township
  - Submit E&S Permit Application to Berks County SCD
- Issues/Actions Being Taken
  - Bid project early July 2009
  - Obtain bids end July 2009

#### **Project Administration**

- Work in Progress (May)
  - Prepared a Project Engineer's Report for April
  - Attended the May board meeting
- Next Steps (June)
  - Prepare invoices and a Project Engineer's report for May
  - Attend the June board meeting

If you have any questions or concerns, please call me directly at (215) 399-4333.